

# Job Description

## Ministry Development Lead: Scotland

Living Leadership is growing a collaborative network of people across the UK and Ireland united by faith in the Lord Jesus, values of grace, generosity and passion for the glory of God, and a vision of seeing leaders living joyfully in him and serving him faithfully.

We are seeking a mature Christian with experience in mentoring leaders and a strong commitment to our beliefs, vision and values to join our staff team on a part time basis to develop our ministries in Scotland.

### Recruitment process

Please contact Paul Coulter, Head of Ministry Operations with expressions of interest in this role: at [paul@livingleadership.org](mailto:paul@livingleadership.org). Your email should be accompanied by:

- An expression of interest letter explaining why you think you would be suitable for this role.
- An up-to-date CV focusing on experience of Christian ministry.

Queries about the role may also be addressed to Paul Coulter.

The recruitment process will be as follows:

- **Expressions of interest** – these must be received by 31<sup>st</sup> January 2025.
- **Shortlisting 1** – all expressions of interest will be assessed against the Person Specification and a shortlist of candidates will be drawn up.
- **Application form** – those who are shortlisted will be invited to complete an online application form, including providing two referees, at least one a church leader and at least one who has worked directly with the applicant (ideally in a supervisory capacity in a ministry setting).
- **References** – references will be taken from the two referees.
- **Shortlisting 2** – application forms and references will be reviewed, and the initial shortlist will be revised on that basis.
- **Interviews** – applicants still on the shortlist at this stage will be invited for an initial online interview, which is expected to be held during the week commencing 24<sup>th</sup> February 2025.

Depending on the outcome of initial interviews, a further interview may be arranged, which may be in person in Scotland.

## Job details

### Hours

Part-time, 12 hours per week.

### Salary

£9,450 *per annum*.

### Location

- Home-based within Scotland, with ability to travel to other parts of Scotland and to other UK locations for staff and Network events.
- Access to fast broadband is essential for remote team working.
- Living Leadership pays a Home Working Allowance to staff.

### Start Date

To be agreed – from April 2025 onwards.

### Terms of Employment

- Appointment will be on an initial fixed-term contract of one year.
- Appointment is subject to a 6-month probationary period and 8 weeks' notice period.
- The post is salaried with pension provision.
- The post holder will be entitled to the *pro rata* equivalent of 30 days annual leave in addition to bank holidays.

Living Leadership is committed to equality of opportunity. All individuals will be treated solely on their merits as employees or applicants for employment. This role carries an Occupational Requirement for the post holder to be an evangelical Christian.

### Pattern of work

This role will entail flexible working. The only regular set hours will be:

- One Tuesday morning per month (generally the fourth Tuesday) to join the Living Leadership Staff Team and Ministry Team meetings online.
- One Monday afternoon per month (generally the second Monday) to join the Network meeting online.

The post holder will also be expected to participate in two annual in-person events requiring travel to England and two overnight stays each:

- Network Gathering, normally in September, with staff team and Associates.
- Staff Retreat, normally in March or April.

## Responsibilities

### Ministry in support and training of leaders

- Offering Refresh One-to-One support (mentoring and pastoral care) to Christian leaders and/or spouses of leaders based in Scotland online and in-person.
- Facilitated mentoring of one or more Refresh Groups in Scotland, either in person or online through our Refresh networks and communities.
- Contributing periodically to the Living Leadership blog and, potentially, to the podcast.
- Contributing to mutual prayer and support within the Living Leadership Staff Team and wider Network of Associates and Affiliates.
- Arranging and facilitating in-person meetings with Associates in Scotland for mutual encouragement and planning.
- Potentially (depending on gifting and experience) working with the Head of Ministry Operations in development and delivery of Formation courses and seminars.

### Development of Living Leadership's work in Scotland

- Liaising with leaders of churches and Christian organisations in Scotland to raise awareness of Living Leadership and its services.
- Speaking in churches and conferences in Scotland to raise awareness of, engagement with, and support for Living Leadership and its services.
- Coordinating Refreshment Days in Scotland with the Scottish Associates.
- Identifying, and assisting the Head of Ministry Operations with, recruitment of new Living Leadership Associates in Scotland.
- Potentially contributing to development of a Pastoral Refreshment Conference in Scotland.

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Certificate or higher qualification in theology, ministry studies or other related area from a recognised training body in the UK or another English-speaking country, or evidence of equivalent level of theological training or knowledge.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>▪ At least ten years in full-time or part-time Christian ministry involving speaking, writing or training.</li> <li>▪ Significant involvement in pastoral care or mentoring of Christian leaders and/or their spouses.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extensive ministry experience in Scotland.</li> <li>▪ Full-time Christian ministry involving speaking, writing or training.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Leading groups with a focus on spiritual growth and service.</li> <li>▪ Working within a team to develop projects and achieve positive outcomes.</li> <li>▪ Collaborative approaches to ministry with others and involvement in networks beyond their own congregation.</li> <li>▪ Involvement with and participation in networks of people across a range of evangelical churches and traditions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of supporting Christian leaders or involvement in a supportive network of Christian leaders in Scotland.</li> <li>▪ Leading a team of Christian leaders including overseeing their spiritual growth and service and guiding them to develop projects and achieve positive outcomes.</li> <li>▪ Leadership experience in a network or fellowship of leaders from a range of evangelical churches and traditions.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills.</li> <li>▪ Ability to multi-task and work well under pressure.</li> <li>▪ Strong organisational and administrative ability.</li> <li>▪ Ability to self-start and self-manage</li> <li>▪ Good IT skills and ability and willingness to learn new IT systems.</li> <li>▪ Familiarity with Google Meet or equivalent digital communications tools.</li> <li>▪ Able work well within a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training in pastoral care or theology with a focus on church ministry or missions.</li> <li>▪ Ability to coordinate a team to organise and deliver events.</li> </ul>
<b>Disposition / other</b>	<ul style="list-style-type: none"> <li>▪ This role carries an Occupational Requirement for the post holder to be an evangelical Christian.</li> <li>▪ In full sympathy with Living Leadership's Network Commitments.</li> <li>▪ In good standing with a local church.</li> <li>▪ Resident in Scotland with a legal right to live and work in the UK.</li> <li>▪ Flexibility to work unsocial hours as necessary.</li> <li>▪ Valid driving licence and access own vehicle.</li> </ul>	